



## RED CLIFF CHIPPEWA HOUSING AUTHORITY

37645 New Housing Road Bayfield, WI 54814  
 (715) 779-3744 (715) 779-5044 Fax

### JOB DESCRIPTION

Position:	Survey Manager	Status:	non-exempt
Salary:	\$16/hr. – plus mileage reimbursement	Type:	LTE; approx. 16 weeks
Schedule:	Varies; up to 35 hours per week	Supervisor:	Executive Director
Location:	RCCHA Office	Dept.:	Housing Administration

### SUMMARY

The Survey Manager will manage a Housing Needs Assessment Survey on behalf of the Red Cliff Chippewa Housing Authority. The incumbent will coordinate on-the-ground survey activities including distribution of survey materials, picking up completed paper surveys, overseeing PR, distribution of survey incentives, coordinating completion of electronic surveys and other liaison type activities between the contractor, Housing Authority and Tribal Membership. Supervision of any field staff members.

Incumbent must be reliable, have the ability work independently with minimal supervision & a have flexible schedule.

### DUTIES & RESPONSIBILITIES

- Outreach and follow-up to achieve required survey response rate; including extensive in-person, email, phone & social media contact methods. This includes physical drop-off of survey materials to every on-reservation household.
- Public relations – in-person, electronic & phone methods; radio & social media promotion. Front-line customer service, answering community/tribal member questions.
- Constant monitoring of survey response rate.
- Organization, assignment and supervision of any field staff work; including review and verification of mapped locations and structures for efficient use of resources.
- Providing project status reports regularly (verbal & written). Participation in team meetings with Contractor & Executive Director as needed.
- Organization, distribution & accountability for participation incentives.
- Assistance with data gathering, processing, reporting as needed.

The above represent the major essential duties of the position. They are not intended to be all-inclusive, but rather a general representation of the duties/responsibilities associate with this position. The Housing Authority reserves the right to change, reassign, or combine job duties at any time to respond to organizational needs and/or as deemed necessary.

**SUPERVISORY AUTHORITY**

This position has supervisory authority over any survey field staff.

**KNOWLEDGE, SKILLS & ABILITIES (KSA) - QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required**

- 1) Must have a High School diploma or GED and be at least 21 years of age.
- 2) Must have excellent oral/written communication and customer service skills.
- 3) Must have a strong work ethic and possess ‘attention to detail’ skill.
- 4) Must have knowledge of the Red Cliff Community.
- 5) Must have a positive ‘can-do’ team minded attitude and a sense of humor.
- 6) Must be computer and social media proficient; be adept with use of a tablet and smartphone.
- 7) Must have previous management/supervisory experience.
- 8) Must pass a criminal background check and drug screenings.
- 9) Must have a valid driver’s license, own & be able to use a reliable vehicle, and have appropriate insurance coverage.

**Preferred**

In addition to the KSAs listed above, we are seeking a candidate who also the following qualifications:

- 1) Previous service with the U.S. Census Bureau of other survey/data collection operation.
- 2) Previous experience with tablet-based maps.
- 3) Previous experience working with data/metrics.
- 4) Previous experience working with Excel or other spreadsheet software.

**PERSONAL CONTACTS:** Contacts with Tribal Membership, Contractor and Housing Authority staff. Must be able to work cooperatively, and maintain professional relationships with all.

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is primarily a field position, with occasional office based duties. It requires incumbent to be physically able to drive and perform job functions face-to-face with other people. This requires incumbent have the ability to don and wear a facemask and other personal protective equipment (PPE) to adequately carry out the functions of this position.

While performing the duties of this job, the employee may regularly be required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is required to stand; walk on uneven ground; reach with hands and arms; climb or balance; and stoop, bend, kneel, crouch, or crawl; drive; lift/carry; push/pull. The employee must occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT**

Office located at Red Cliff Chippewa Housing Authority administrative office. Field work will be within the boundaries of the Red Cliff Reservation. Work will be occur from Fall to Spring seasons; so incumbent must be able to work to some extent in winter weather conditions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is moderate. Building is smoke-free. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TRAVEL REQUIREMENTS:** The ability to freely travel within the boundaries of the Red Cliff Reservation is required.

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**PREFERENCES**

In the case of equally qualified applicants; all qualified applicants will be considered but the following preferences will be applied there forth:

- Indian Preference
- Section 3 Preference (preference to tenants/residents of Red Cliff Chippewa Housing Authority)

**NOTICES**

The Red Cliff Tribal Council has a Drug Free Work Place Policy and the Red Cliff Housing Authority adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting employment.

All applicants for employment are subject to a Background Investigation and other requirements of Red Cliff Tribe’s RCCL Chapter 43. An employee is under continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment.

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**TO APPLY**

Submit the following to the identified. Items MUST be submitted in your application package to be considered for this position.

**SUBMIT:**

- Fully completed RCCHA Application
- Background Investigation Disclosure/Release
- Resume
- Educational Transcripts/Training Certs
- Cover Letter

**SUBMIT TO:**

Red Cliff Chippewa Housing Authority  
 37645 New Housing Road  
 Bayfield, WI 54814  
 FAX: 715-779-5044  
 ATTN: Tanya Wachsmuth, HR

POSTING: September 10, 2020

DEADLINE: Open until filled

FOR FURTHER INFORMATION: Contact Tanya Wachsmuth, Human Resources Manager at 715-779-3744, ext. 3503 or via email at [twachsmuth@redcliffhousing.org](mailto:twachsmuth@redcliffhousing.org)